

## INSTRUCTIONS FOR COMPLETING MONITORING WELL PERMIT APPLICATIONS

Submit one (1) original and three (3) copies of this application package, including plan drawings with the required fee to the Monitoring Well Permit Desk, Department of Environmental Health, Site Assessment and Mitigation Program (SAM) at 1255 Imperial Avenue, San Diego, CA 92101 or mail the application package to P. O. Box 129261, San Diego, CA 92112-9261. All accompanying documentation must be included in each application package. Information in addition to that presented in the application package may be needed in order to obtain final approval. Any application that is missing information or documents may be returned to the submitter as incomplete. Allow ten business days for processing.

**Checks should be made payable to the County of San Diego.**

### PLEASE PROVIDE ALL INFORMATION AS REQUIRED ON THE APPLICATION FORM

- A. Responsible Party** – the person, persons or company who has or who causes to have constructed, repaired, reconstructed, maintained and /or destroyed, the proposed borings and/or wells.
- B. Site Assessment Project:** If there is a Site Assessment and Mitigation (SAM) case (open or closed), please provide the Establishment Number and release number. EXAMPLE: H00011-002.
- C. Consulting Firm:** Well design, logging and construction must be supervised by a Geologist, Engineering Geologist or Civil Engineer who is registered or certified by the State of California.
- D. Drilling Company:** Well driller must have an active C-57 License and current \$7,500 bond with the County.
- E. Proposed Construction:** Provide all requested data concerning the proposed construction/destruction of wells and/or drilling of borings. Be sure that the registered professional and the authorized person for the drilling company have both signed the first/original application.
- F. Site Location:** Space is provided on the application for more than one site. If your application includes more than one parcel, the sites must be adjacent to one another or located within the same block. Please provide the correct Assessor's Parcel Number(s). Identify each parcel on the accompanying site map and provide accurate property owner information. You can verify the parcel number by accessing the Internet SANGIS site at: <http://www.sangis.org.SangisInteractive/viewer/viewer/asp> or by calling the Assessor's Office at (619) 236-3771. If the property in question is undeveloped or otherwise difficult to identify, the Mapping Division of the Assessor's office may be able to assist you. Their phone number is (619) 531-5588. In addition, if the work is to be done in the public right-of-way or other location that has no assessor's parcel identification, use the APN of the adjacent property closest to your proposed drilling location.  
Military Sites: Some bases are divided into "areas". Since the bases are so large, please include only one "area" per application in addition to the parcel number. If you are in doubt about how a military site is designated, please check first with your military contact person. If it is still not clear how to proceed, call our office and we will help you.
- G. Fees:** Please use the fee table included in the application to compute the appropriate fees for your project. If you are in doubt, please contact the Monitoring Well Website <http://www.sdcountry.ca.gov/deh/lwq/sam/monitoring-well.htm> or the Well Permit Desk (619 338-2339) for assistance.
- H. Questions:** Provide full and accurate answers to all applicable questions. For well destructions, complete only Question #1 and provide applicable supporting documents.

### **ADDITIONAL SUPPORTING DOCUMENTS:**

Site Maps: All applications must include a site map giving location of property lines, existing improvements such as structures, underground tanks, underground utilities, underground piping, and the proposed monitoring and/or observation wells. Please be sure the site map also shows the streets bounding your site property. Sometimes you can do it all with just one map and other times it may require one site-specific map and one more general area map. If you are in doubt, ask yourself: "If I were unfamiliar with this site/area, would I be able to locate the property and the wells using this map?"

Traffic Control Permits: If your proposed work will be located in a public right-of-way that requires permits from the city in which the work is being done, you must include a copy of the application for the traffic control permit in your application package.

Property Owner Responsibility Acknowledgement (PORA): This document, completed and signed by the property owner<sup>1</sup>, must accompany all applications **except** work proposed for on-site open LOP/SAM cases, Military property or Caltrans property:<sup>1</sup>

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<sup>1</sup> The property owner may be an individual, several individuals or a company/corporation. If not a private individual(s), the signer must be an officer of the company. A "manager" may not sign for the property owner unless DEH receives written verification that the property owner has authorized this person to sign on his/or her behalf.